

**City of Fairfax
Commission on the Arts**

**Grant Applications
2015 - 2016**

**Application must be received by
Monday, October 5, 5:00 p.m.**

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Section A: General Information and Guidelines

- 1) The City of Fairfax Commission on the Arts' grant program provides funding to organizations/activities, that are not otherwise funded by the City of Fairfax through a direct grant from the City Council, for the following:
 - a) educational programs that increase understanding and appreciation of the arts
 - b) the presentation of high-quality art to the citizens of Fairfax
 - c) opportunities for artists to develop skills and demonstrate their abilities
 - d) support of emerging art organizations and activities.

Members of the Commission on the Arts cannot be the principal grant requestor for a grant from the City of Fairfax Commission on the Arts. However, they can be a member of an organization or activity that is requesting a grant. Members of the City of Fairfax Commission on the Arts are not allowed to vote on a grant request from an organization of which they are members.

- 2) There are no pre-printed "forms" to fill out. Section "B" details the information required for application. Simply provide the required information in your own document, numbering the responses as in section "B"
- 3) Handwritten, e-mailed or faxed applications will not be accepted.
- 4) Applications (Original plus 15 copies) must be received at the following address by the above deadline (first Monday of October). **Late applications will not be considered.**

- 5) Grant application must be mailed or hand carried to:

**The City of Fairfax Commission on the Arts
10455 Armstrong Street, Suite 123
Fairfax, VA 22030**

The Commission on the Arts **will not accept any application materials via fax or e-mail.** Original signatures are required on the Certification of Assurances and Grant Condition forms.

- 6) Grant applications can only be accepted for projects or events that occur between July 1, 2015 and June 30, 2016.
- 7) The Commission will review all grant applications at its October meeting. Grant awards are subject to the availability of funds for grants.
- 8) Grant recipients will receive 75% of their grant amount following final approval. The final 25 % will be awarded upon the recipient's completion and submission of a Final Report on their project (see section E). This report must be filed within four weeks of the event or final performance and no later than June 30, at 5:00 p.m. The commission will not accept reports via fax or e-mail. **Failure to file a final report by the due date will result in the withholding of the final 25% payment. Even if you miss the deadline and do not receive the final 25% payment, you must still submit all required final reports for any grant received from the Commission on the Arts in order to be eligible for a grant in the following year. A missed final report will result in ineligibility for grant application with the Commission for one year.**
- 9) **Acceptance Contract** – A contract specifying the terms of the grant is sent to all grant recipients. The contract must be signed and returned to the Commission on the Arts by the date specified on the contract. COA must receive a signed grant contract before any funds are disbursed. Contracts must be signed by the individual who can legally obligate the organization -- Authorized Official -- or by the individual applicant him/herself.

After the grantee agrees to the terms specified, no substantial changes in the project shall occur - in activities, personnel or budget - unless approved in advance, in writing, by the Commission. The person or organization that signs the contract agrees to uphold the conditions and is legally responsible for the compliances stated in the contract. All project dates - the period required to implement and complete the proposed activity - must fall within the Commission's fiscal year (July 1 through June 30) unless an extension has been approved.

- 10) **Cancellation of Event** requires notification and explanation to the Commission on the Arts and a return of all monies received. If the grantee then wishes to substitute

an alternative event due to unforeseen circumstances, the grantee needs to notify the Commission, return initial grant payment, and submit a new grant proposal for review and approval.

- 11) **Refunds:** Any grant monies which remain unobligated and unspent at the end of the grant period must be returned to the Commission on the Arts.

Section B: Grant Application

B.1: Grant Application Requirements

Grant money from the City of Fairfax Commission on the Arts is to be applied **only** to the direct costs of a specific presentation or exhibition, and not to general operating expenses. For example:

Appropriate Expenses

Direct payment to artist(s) or performer(s)
Rental of performance or exhibit space
Rental of specialized equipment or services
Production costs
Educational materials

In-appropriate Expenses

Promotional brochures
Standard supplies
Utilities
Rental of office space
Staff salaries

Please address each of the following items by number:

1. Organization applying for grant.
 - a) Name
 - b) Address
 - c) Web page
 - d) Organization type: 501(c)(3) nonprofit organization, community group, school, school group, corporation, or other (describe).
 - e) EIN of organization.
 - f) Brief description of the organization.
 - g) Copy of current annual operating budget plan (if applicable)
 - h) Indicate any previous support received from the Commission on the Arts:
 - 1) Description of project, event, or activity.
 - 2) Year of project, event, or activity.
 - 3) Amount awarded

2. Contact person.
 - a) Name and title
 - b) Work phone number
 - c) Home phone
 - d) Fax
 - e) Email address
- 3) Project, event, or activity to be funded.
 - a) Title
 - b) Grant amount requested.
 - c) Date, time and location of the project, event, or activity.
 - d) Description of the project, event, or activity.
 - e) Indicate if tickets are to be sold. If so, indicate ticket prices.
 - f) Identify the artist or artistic group who will benefit from the grant (if a group of ten or less artists, please list individually).
 - g) Describe the size and composition of the target audience.
 - h) Specify goals of the project, activity, or event to be funded.
 - i) Describe any previous experience with this type of project, event, or activity, including dates, size of audience, and outcome.
 - j) Indicate the sources of funding for the current project or event:
 - 1) Total project budget
 - a) Income
 - b) Expenses (How will money be spent?)
 - 2) Source(s) of and amount of other funding from outside your organization.
 - 3) Amount of funding from your organization (including ticket sales, if applicable).
 - 4) Indicate feasibility of your project or event if the Commission awards less than the full amount requested.
 - k) Indicate the method to be used in evaluating the success of the project or event.

B.2: Certificate of Assurances Requirements

The following text must appear in your application:

The undersigned certifies to the best of his/her knowledge that:

1. The information in the application and its attachments is true, correct and complete
2. The filing of this application has been duly authorized by the governing body of the applicant organization
3. The applicant organization agrees to comply with all the terms included in the City of Fairfax Commission on the Arts Grant Application Guidelines (Section "A")
4. If a corporation, said corporation is in good standing and authorized to conduct business in the Commonwealth of Virginia.

5. Directly under this text, please provide:
 - a) The name of the organization
 - b) Name and title of authorized individual
 - c) Signature of authorized individual
 - d) The date Application authored

B.3: Grant Attachment Requirements

Please include the following, if applicable:

- 1) Name, occupations, and places of employment of current members of organization board of directors and officers.
- 2) Letters of support (maximum of 3)
- 3) Promotional literature (i.e., season brochures, annual reports, etc)
- 4) Articles and/or reviews of applicant organization's recent programs or activities
- 5) A copy of the applicant organization's current IRS determination letter indicating 501(c)(3)

Section C: Final Report Requirements

A Final Report must be delivered to the Commission on the Arts within four weeks of the event or final performance and no later than June 30, at 5:00 p.m. The commission will not accept reports via fax or e-mail. **Failure to file a final report by the due date will result in the withholding of the final 25% payment. Even if you miss the deadline and do not receive the final 25% payment, you must still submit all required final reports for any grant received from the Commission on the Arts in order to be eligible for a grant in the following year. A missed final report will result in ineligibility for grant application with the Commission for one year.**

Your report must provide the following information (please use same format as detailed in Section "B").

- 1) Name and address of organization
- 2) Contact person, title and phone number
- 3) Project or event name
- 4) Date and location
- 5) Grant appropriation
 - a) Total grant amount
 - b) Breakdown of expenses
 - c) How grant funds were spent (Be specific)
 - d) Number of attendees
 - e) Number of performers
 - f) Copy of event program
- 6) Assessment of project or event (according to method indicated in Section B.1.3)
- 7) Certificate of Assurances (Section B.2)

8/7/15